QUICK REFERENCE GUIDE – NEW MAIN SCREENS
ONLINE REPORTING – CREATE REPORTS

The following is a quick reference guide for creating and reporting payroll files, working retiree certifications and address corrections using the MPERA Employer Web Reporting website. It is not meant to replace the instructions in the MPERA Employer Handbook, which includes detailed descriptions. If you upload a file using payroll software, please follow the Transfer and Load QRG.

STEP 1 – LOGGING ON

A. From http://mpera.mt.gov, click on the EMPLOYER WEB REPORTING button.
B. Enter your Web User Name and password.

STEP 2 – THE COPY FORWARD

A. From the MPERA Payroll Clerk Main Screen, click on the CREATE REPORT button.
B. Select the type of report you wish to create (Payroll, ORP or 457).
C. Select the Employer you would like to work with.
D. Select how you would like to create your Contributing Payroll Report.
    a. Copy from Previous Report Period.
    b. Create New Report Period. (Creates a blank form.)
    c. No Employees to Report.
E. Select how you would like to create your Non-Contributing Payroll Report.
    d. Copy from Previous Report Period.
    e. Create New Report Period. (Creates a blank form.)
    f. No Employees to Report.
E. Click on the CREATE REPORTS button.
F. You will be automatically directed to your contributing report.

STEP 3 – UPDATE CONTRIBUTING PAYROLL REPORT

A. Make any changes to payroll information and add any new members on “Member” tab. Click SAVE.
B. Click on the “Payroll Summary” tab.
C. Enter totals for Earnings and Contributions. If you agree with the Total Due amount, enter the amount of check/payment in the Remitted this Report box. This should match the total due unless you have an over/under balance.

STEP 4 – VALIDATE PAYROLL

A. Click on VALIDATE PAYROLL button.
B. You will see the message “Payroll is error free…”. Click the OK button.
C. If you get any other message, you have errors that need to be corrected.
    a. Click on the “Payroll Errors” or the “Member Errors” tab to view/correct errors.
    b. All **critical** errors must be corrected.
D. Repeat these steps until payroll is error free.

******If you do not pay by ACH skip to STEP 6******

STEP 5 – SUBMIT ACH PAYMENT

A. Once the contributing payroll is error free, click the AUTHORIZE ACH button on the “Payroll Summary” tab. (Before submitting the ACH payment, be sure your agency has deposited enough funds to cover the amount of the payment.)
B. If you are authorizing your payment prior to your due date you may choose the date the ACH payment is processed. Select from the dates available and click on the AUTHORIZE PAYMENT button. If you are authorizing your ACH payment on the due date or later, you will not be given this option.
C. A message will pop up “The ACH transaction has been successfully authorized. Payroll is ready to be posted. The next report period is (report period).” Click on the OK button.
D. If you **have not** postponed your ACH payment, the status in the upper right hand corner of the screen will be “Balanced”. If you **have** postponed your ACH payment, the status will be “Unbalanced”. You may now print a copy of your report by selecting the PRINT PAYROLL REPORT button at the bottom of the page.
E. Click on the return to Main Menu icon  in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

******Skip to STEP 7******

STEP 6 – SUBMIT PAYMENT BY CHECK

A. Create a screen print of the "Payroll Summary" tab.
B. Attach the check to the screen print and mail to MPERA.
C. If you pay by check, you will not be able to print your report until payment has been posted by MPERA.
D. Click on the return to Main Menu icon in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

STEP 7 – COMPLETE NON-CONTRIBUTING EMPLOYEE PAYROLL

A. Select the report to be completed by clicking on the blue words "Action Required-Click Here".
B. If you selected "Create a New Report", a blank form will be created.
C. If you selected "Copy From Previous Report Period", information from your previous report will be populated into the new report.
D. Update payroll information on the "Non-Contributing Employees' Payroll" tab.
   a. Click on the EDIT button to edit an existing employee's information.
   b. Click on the ADD button to add a new employee.
   c. Click on the DELETE button to delete an existing employee.
E. Click on the VALIDATE PAYROLL button.
F. Click on the "Payroll Errors" tab. Review all errors and messages. The screen will only show a limited number of errors or messages. To view all, click on the PRINT MESSAGES button or scroll through all messages. Warning messages may indicate serious problems. All **critical** errors must be corrected for the payroll to be complete.
G. When all corrections and/or updates are complete, click on the YES radio button next to the question "Have all employees been entered for this report period?".
H. Click on the return to Main Menu icon in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

STEP 8 – EDITING ADDRESS FILE

A. Select the address file to view or edit by clicking on the blue words "…click here.".
B. Update address information from the "Member Addresses" tab.
   a. Click on the EDIT button to edit an existing member's information.
   b. Click on the ADD button to add a new member.
   c. Click on the DELETE button to delete an existing member.
C. Click on the VALIDATE ADDRESSES button to check for errors.
D. Click on the "All Validation Messages" tab to view errors. All errors must be corrected for the entire report to post.
E. Click on the VALIDATE ADDRESSES button once all updates and/or corrections are complete.
F. Your Address File is complete when the Status reads "Ready to Post".
G. Click on the return to Main Menu icon in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

STEP 9 – COMPLETE WORKING RETIREE CERTIFICATIONS– Working Retiree Certifications are created after your NGE payroll posts (3:30pm daily)

A. Select the Working Retiree Status Screen by clicking on the blue words "Action Required-Click Here".
B. Click on the Working Retiree whose hours need certification.
C. Select the report period to work.
D. Enter the beginning and end date for the report period.
E. Enter pay type, hours, hourly rate and earnings for each day the employee was paid for or worked.
F. Click on the Certification Summary to verify that your certification balances with your payroll report.
G. Click on the Limit Totals button to view limitation information for this employee.
H. Indicate the certification is complete by click on the yes radio button.
I. Click on the Arrow icon to return to the Status by Report Period Screen.
J. Repeat for all employees whose hours you need to certify.
K. Click on the return to Main Menu icon in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

STEP 10 – REVIEW OPTIONAL MEMBERSHIP STATUS

A. From the MPERA Payroll Clerk Main Screen, click on the Optional Members ELECTIONS button on the left-hand side of the screen.
B. Enter the Employer ID for the work group.

C. Using the View drop down menu, select the group of employees you want to work.
D. To identify Optional Members who are nearing or who have exceed their hour or earning limitation, click on the % OF LIMIT button.
    a. If an employee is nearing their limitation, notify the employee, so both you and the employee may monitor the hours. Keep in mind an employee may be working for more than one employer.
    b. If an employee has exceeded their limitation, notify the employee and immediately begin withholding contributions from their next pay check. Contact MPERA to determine the need to collect any retroactive contributions.
    c. If you believe the hours or earnings listed may be the result of a reporting error, review payroll history or contact MPERA for assistance.
E. To identify Optional employees who declined membership but are existing members, click on the STATUS button.
    a. If an employee is showing a status of “Existing Member”, notify the employee and immediately begin withholding contributions from their next pay check. Contact MPERA to determine if there is a need to collect any retroactive contributions.
    b. If an employee is showing a status of “Ineligible”, identify the reason for the status by clicking on the employee record.
        i. If the message says the employee is a retiree, correct your payroll information so the status is Working Retiree rather than Optional Member. Contact MPERA to correct any previously submitted reports.
        ii. Any other message contact MPERA for further instructions.
    c. If an employee is showing a status of “Mandatory Membership”, notify the employee and immediately begin withholding contributions from their next pay check. Contact MPERA to determine the need to collect any retroactive contributions.
        i. If you believe the error is the result of a reporting error, review payroll history or contact MPERA for assistance.
    d. If an employee is showing a status of “Not Received”, it means we have not received a valid Optional Membership Election on the employee. (Exception – Optional Member Elections filed prior to 7/1/2009 may not be in the database,)
        i. If the employee is within the 90 day election window, remind them that they need to file their election.
        ii. If the employee has exceeded the 90 day election window, notify the employee that they have waived membership.
        iii. If you believe a form was filed within the election window, contact MPERA.
    e. If an employee is showing a status of “Valid”, a valid election is on file and the employee is within their limitations.